

## CONTRACT CLAIMS FORMAT

1. Contractor's name.
2. Contract number.
3. Contract Title for project.
4. Name of subcontractor. (Only if it is a subcontractor's claim.)
4. Contract clause(s) under which relief is requested.
6. Date of claim.
7. Cost. Total amount claimed with itemized breakdown of the total amount claimed including impact, if any.
8. Certification. Certify the claim as required by the contract.
9. Time extension.
  - a. Amount claimed. (If none, state "none.")
  - b. State how the claim affects interim and/or end completion dates. (Provide backup data such as NAS updates to illustrate the impact to your critical path activities.)
9. Government Personnel. If the claim is based on actions or inactions of Government personnel, state:
  - a. Name and title of Government personnel.
  - b. Dates and duration of incidents.
  - c. Name of contractor personnel who were involved.
10. Statement of claim.
  - a. Give a narrative chronological statement of the essential facts related to the claim.
  - b. Attach documentary evidence in support of the claim.